

RESTRICTED

RESTRICTED5 December 1946CENTRAL INTELLIGENCE ~~AGENCY~~C.I.A. ADMINISTRATIVE ~~ORDER~~ *Inst. No.*

25X1A

TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES

CIG Administrative Order No. 27 dated 31 October 1946 is hereby rescinded and the following is substituted therefor;

1. POLICY

- a. It is the policy of the CIA to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued by the Executive for Personnel and Administrative.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

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2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section, for issuance of the necessary travel orders.
- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
- c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
- d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to begin.

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3. REIMBURSEMENT FOR TRAVEL EXPENSES

- h*
- a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
- out*
- b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

4. TRAVEL SERVICES

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- a. It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section, will extend advice and assistance in connection with the preparation of vouchers. The Travel Unit of the Fiscal Section will also, when requested, render special services for military and naval personnel by making a pre-audit and examination of travel vouchers for accuracy and compliance with regulations prior to their submission to the War or Navy Disbursing Officer for payment.

5. GENERAL INFORMATION FOR THE TRAVELERa. Examine Orders

*out*

The traveler should examine his travel order to determine that it specified all requirements including the mode of transportation to be used, the period to be covered, and the places to be visited. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to the time travel is begun.

b. Maintain Records

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The traveler should maintain accurate records of time of departure from and arrival at different points, and a record of official

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expenditures as well as copies of official telegrams and paid receipts for official expenses when necessary. It is essential that the traveler have this information to enable him to prepare a correct reimbursement voucher.

c. Purchase of Tickets

It is the responsibility of the traveler to ascertain in all cases whether or not through tickets, excursion tickets or reduced rate round trip tickets can be secured. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining the lowest rates. It is essential that the traveler purchase a ticket that will adequately cover the period of his travel without incurring any unnecessary expense. When traveling by common carrier, Government Transportation Requests which will be furnished by the Travel Unit, Fiscal Section, must be used.

d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than twenty-four hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when the departure from official station is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three hours. For the first 60 days of continuous domicile at a temporary post of duty in the U.S., a per diem allowance not to exceed \$6.00 may be authorized within the continental U.S. When the period of continuous domicile extends beyond 60 days, the rate of allowance shall be reduced to not to exceed \$4.00 per day, which will continue in effect until midnight of the date of departure from that point. Any absence of 10 days or less from such temporary post of duty shall not be regarded as affecting the continuity of domicile at that point. The effect of sick and/or annual leave

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*out*  
upon the continuity of the traveler's domicile at temporary post of duty shall be administratively determined in each case based upon the circumstances surrounding the leave, and final authority for such determination shall rest with the bonded Certifying Officer who approved the account for payment.

*✓* Leave While in Travel Status

*out*  
If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 a.m. of the day on which actual service is resumed. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes. Where it exceeds half of the prescribed working hours, no subsistence will be allowed.

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g. Advance of Funds

Advance of official funds to cover the expenses of a vouchered employee while in a travel status, can be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) must be borne personally by the employee.

6. FOREIGN TRAVEL

- out*  
a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00 in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorized only such per diem allowance not in excess of the maximum as are justified by

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the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." The per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.

*b. ack*

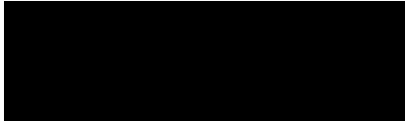
Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

7. APPLICATION

*ack* This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIA.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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 Deputy Executive for Personnel  
 and Administration
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TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED  
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP  
 INTER-OFFICE ROUTING SLIP  
 (Revised 10 Sept 1946)

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FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		<i>RLQ</i>	12/4/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

\_\_\_ APPROVAL                      \_\_\_ INFORMATION                      \_\_\_ DIRECT REPLY  
 \_\_\_ ACTION                        \_\_\_ RETURN                            \_\_\_ COMMENT  
 \_\_\_ RECOMMENDATION            \_\_\_ PREPARATION OF REPLY        \_\_\_ FILE  
 \_\_\_ SIGNATURE                    \_\_\_ CONCURRENCE                    \_\_\_ DISPATCH

REMARKS: The attached proposed Admin. Order on (Travel Instructions for Civilian Employees) is forwarded for your approval before issuance.

*Prescribed no. 27*

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C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES

25X1A

CIG Administrative Order [REDACTED] dated 31 October 1946 is hereby rescinded and the following is substituted therefor:

1. POLICY

- a. It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Executive for Personnel and Administration.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section, for issuance of the necessary travel orders.

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- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
  - c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
  - d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to begin.
- 3. REIMBURSEMENT FOR TRAVEL EXPENSES
  - a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
  - b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an "Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

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#### 4. TRAVEL SERVICES

- a. It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section, will extend advice and assistance in connection with the preparation of vouchers. The Travel Unit of the Fiscal Section will also, when requested, render special services for military and naval personnel by making a pre-audit and examination of travel vouchers for accuracy and compliance with regulations prior to their submission to the War or Navy Disbursing Officer for payment.

#### 5. GENERAL INFORMATION FOR THE TRAVELER

##### a. Examine Orders

The traveler should examine his travel order to determine that it specifies all requirements including the mode of transportation to be used, the period to be covered, and the places to be visited. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to the time travel is begun.

##### b. Maintain Records

The traveler should maintain accurate records of time of departure from and arrival at different points, and a record of official expenditures as well as copies of official telegrams and paid receipts for official expenses when necessary. It is essential that the traveler have this information to enable him to prepare a correct reimbursement voucher.

##### c. Purchase of Tickets

It is the responsibility of the traveler to ascertain in all cases whether or not through tickets, excursion tickets or reduced rate round trip tickets can be secured. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining the lowest rates. It is essential that the traveler purchase a ticket that will adequately cover the period of his travel without incurring any unnecessary expense. When traveling by common carrier, Government Transportation Requests which will be furnished by the Travel Unit, Fiscal Section, must be used.

d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than twenty-four hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when the departure from official station is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three hours. For the first 60 days of continuous domicile at a temporary post of duty in the U.S., a per diem allowance not to exceed \$6.00 may be authorized within the continental U.S. When the period of continuous domicile extends beyond 60 days, the rate of allowance shall be reduced to not to exceed \$4.00 per day, which will continue in effect until midnight of the date of departure from that point. Any absence of 10 days or less from such temporary post of duty shall not be regarded as affecting the continuity of domicile at that point. The effect of sick and/or annual leave upon the continuity of the traveler's domicile at temporary post of duty shall be administratively determined in each case based upon the circumstances surrounding the leave, and final authority for such determination shall rest with the bonded Certifying Officer who approves the account for payment.

f. Leave While in Travel Status

If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate

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or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 a.m. of the day on which actual service is resumed. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes. Where it exceeds half of the prescribed working hours, no subsistence will be allowed.

E. Advance of Funds

Advance of official funds to cover the expenses of a vouchered employee while in a travel status, can be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) must be borne personally by the employee.

6. FOREIGN TRAVEL

- a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00, in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorize only such per diem allowance not in excess of the maximum as are justified by

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- b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

7. APPLICATION

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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*Deputy Executive for Personnel  
and Administration*

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Colonel, AGO  
Executive for Personnel and Administration

5 December 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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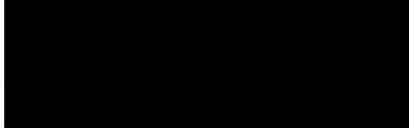
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- b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

7. APPLICATION

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Deputy Executive for Personnel  
and Administration

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